



NAFI Quick User Account Registration



Prepared by NAVFAC
HQ
May 09, 2001



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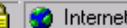
Navy Air Force Interface

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of the Navy computer system.NAFI is compatible with IE 4.0
- 5.05 and Netscape 4.7xClick here to Connect to
the[TRAINING SITE](#)

1. Go to <https://www.nafi.navy.mil>
and click 'Account Registration' to
create a NAFI User Account.

Welcome to NAFI Version 4.0	
UserName	<input type="text"/>
Password	<input type="password"/>
<input checked="" type="radio"/>	Navy Domain
<input type="radio"/>	Air Force Domain
<input type="checkbox"/>	Change Password after Signon
	<input type="button" value="Login"/>

Need Assistance? Contact Support at (703) 601-0247 or (703) 601-0239 or
email NAFI Support at eda.support@peoarbs.navy.mil.



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Create or Update a User Profile. Start Help Logout

Account Registration

Domain Account Type Select Select Select Select

User Profile

2. When the Account Registration page opens, start by selecting Navy as the Domain.

3. Continue by selecting the following as each drop down box appears:

- Domain: Navy
- Account Type: This will vary for each user – see NAFI User Guide for a description of each Type.
- Claimant: NAVFAC
- DoDAAC: Select the DoDAAC (UIC) that you will be uploading to or receiving contractual actions from.

The screenshot shows the 'Create or Update a U' Account Registr screen. At the top, there are four dropdown menus with checkboxes:

- Domain: Navy
- Account Type: General
- Claimant: NAVFAC
- DoDAAC: N62742

Each menu has a black arrow pointing to it from the corresponding bullet point in the instructions above. Below these menus is a 'User Profile' section with fields for Office Code, Title, First Name, MI, Last Name, Suffix, Phone Number (Domestic, DSN, International), E-Mail, User Name, and Password.

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Address https://www.nafi.navy.mil/

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Create or Update a User Profile.

Account Registration

4. Fill in all required fields under User Profile:
- First Name
 - Last Name
 - Phone Number
 - Email
 - User Name
 - Password

Domain Account Type Claimant DoDAAAC

Navy General NAVFAC N62742

User Profiles

Office Code:

Title: First Name: * MI: Last Name: * Suffix:

Phone Number: **

Domestic:

DSN:

International:

E-Mail:

User Name: *

Password: *



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Office Code:

Title: First Name: *

MI:

Last Name: *

Suffix:

Test

User

Phone Number: **

Domestic:

123

456

7890

x123

DSN:

x

International:

x

E-Mail: *

@efdpac.navfac.navy.mil

User Name: * testuser

Password: * 5. When all User Profile
fields are filled in, click
the submit button.

(*) mandatory fields.

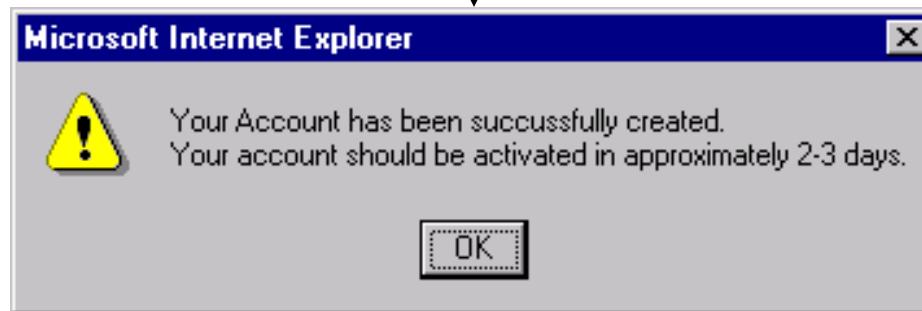
(**) atleast one should be provided.

Password must be a minimum of eight characters and a maximum of ten characters. Passwords can include letters (upper and lower case), numbers and special characters, and must include combination of letters (mixed case) and numbers.

If you would prefer an automatically generated username, leave the username field blank.

You will still be able to approve of the username prior to accepting it.

6. You should see this message if your account was created successfully. NAFI will send a confirmation email to the email address you provided in your User Profile.



Account Registration Summary

1. Go to <https://www.nafi.navy.mil> and click on 'Account Registration'.
2. When the Account Registration page opens, start by selecting Navy as the Domain. Once you make a selection in one drop down box, the next box will populate accordingly.
3. Continue by selecting the following as each drop down box appears:
 - Domain: Navy
 - Account Type: See NAFI User Guide for a description of each Type
 - Claimant: NAVFAC
 - DoDAAC: Select the DoDAAC (UIC) that you will be uploading to or receiving contractual actions from.
4. Fill in all required fields under User Profile:
 - First Name
 - Last Name
 - Phone Number
 - Email
 - User Name
 - Password
5. When all User Profile fields are filled in, click the 'Submit' button.
6. You should see a confirmation message if your account was created successfully. NAFI will send a confirmation email to the email address you provided in your User Profile.